

# Fundraising Development Coordinator, The UniBrass Foundation

## About the role

<b>Job Title</b>	Fundraising Development Coordinator
<b>Keywords</b>	Fundraising, grant writing, freelance
<b>Contract</b>	1 day (8 hours) per week on average (variable as required), flexible hours with some evenings and weekends by agreement. Expected start of January 2024. Freelance.
<b>Location</b>	Predominantly remote with in-person attendance at key charity events (2-4 days a year) and meetings of the charity trustees (1-2 days a year).
<b>Salary</b>	Daily rate of £140 per day based on estimated 50 days a year, plus agreed expenses (e.g. travel)
<b>Place in organisation</b>	Reports directly to the Chair of Trustees, meeting approximately once a fortnight
<b>Works closely with</b>	Trustees and charity volunteers
<b>Closing date</b>	13th November at 18:00. Interviews will be held online on evenings in the week of Monday 27th November.
<b>Equal opportunities</b>	The UniBrass Foundation is committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the brass band sector, and the culture sector as a whole. Click <a href="#">here</a> to find out more about the UniBrass Foundation Equal Opportunities and Diversity Policy. We operate a blind recruitment process.

## How to apply

Applications should be sent via email to the UniBrass Foundation Secretary, Sam Hartharn-Evans, at [sam.hartharnevans@unibrass.co.uk](mailto:sam.hartharnevans@unibrass.co.uk). Applications should include a covering letter detailing your suitability for the role, and a CV. The application should not exceed 3 A4 pages in total.

Candidates will be shortlisted based on the person specification below, we recommend referring to these criteria in your application.

If you require any further information or assistance applying, please contact Sam Hartharn-Evans at [sam.hartharnevans@unibrass.co.uk](mailto:sam.hartharnevans@unibrass.co.uk).

## Tasks and responsibilities

<b>To grow the income of the UniBrass Foundation from donations</b>
<ul style="list-style-type: none"><li>• Coordinate the growth of the UniBrass Foundation lottery, increasing the number of long-term supporters of the charity</li><li>• Support the trustees and volunteer teams with one-off fundraising events</li><li>• Liaise with relevant stakeholders</li><li>• Monitor the long-term success of fundraising activities</li><li>• Support the trustees and volunteer team to coordinate fundraising social media and other marketing strategies</li></ul>
<b>To support the writing and submission of grant applications</b>
<ul style="list-style-type: none"><li>• Find relevant grants for which the UniBrass Foundation can apply</li><li>• Work alongside the Chair and Treasurer of the trustee board to put together and manage a timetable for grant applications</li><li>• Provide research and suggested discussion points for grant applications to facilitate rapid writing by volunteers</li><li>• Support the writing of grant applications</li><li>• Help the trustees collect relevant audience/demographic data at events to support grant applications</li></ul>
<b>General duties</b>
<ul style="list-style-type: none"><li>• Attend meetings and events relevant to the position</li><li>• To represent the charity as part of the position when appropriate</li><li>• Develop the fundraising of the UniBrass Foundation based on your own ideas and suggestions</li><li>• Contribute to the relevant charity reporting of fundraising activities</li><li>• Contribute to charity run events as required</li><li>• Other duties pertinent to the role</li></ul>

## Person specification

The ideal candidate should fulfil most of the essential criteria, and some of the desirable criteria.

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of fundraising for charitable organisations		
Experience of brass bands, the arts sector, or voluntary organisations		
Experience working with volunteers		
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Interest and enthusiasm in brass bands or amateur music		
Sufficient IT proficiency, including using online meeting software and collaborative work solutions (e.g. Google Drive)		
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivation and a desire to work in a small, growing organisation		
An ability to plan, prioritise, and work to deadlines		
An ability to work both individually and as part of a team, acting professionally and respectfully at all time		
<b>Role requirements</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to sometimes meet with trustees and volunteers in evenings and weekends at mutually agreeable times		
Willingness to travel to a limited number of in-person events/meetings (up to 6 times a year)		
A strong commitment to equality, diversity, and inclusion		